

**CHECKLIST FOR COMPLETENESS**  
**OF**  
**APPLICATION FOR PLANNING COMMISSION**  
**REVIEW AND APPROVAL**  
**OF**  
**PRELIMINARY PLAT**  
**FOR**

**Gilman Road Business Park**  
**(Name of Subdivision)**

**Matthew R. Schmitz, MPA**  
**Person Completing Checklist**

**April 14, 2022**  
**Date**

COMPLETION OF THIS CHECKLIST IN NO WAY CONSTITUTES AN EVALUATION OF THE MERITS OR ACCURACY OF THE PLANS, DESIGN OR ENGINEERING OF THE PRELIMINARY PLAT. THIS STEP IS INTENDED ONLY AS AN ADMINISTRATIVE REVIEW OF THE COMPLETENESS OF THE APPLICATION FOR APPROVAL BEFORE IT UNDERGOES STAFF EXAMINATION BY THE CITY ENGINEER FOR HIS RECOMMENDATION TO THE PLANNING COMMISSION.

## PRELIMINARY PLAT CHECKLIST

	<u>YES</u>	<u>NO</u>
1. Filing fee present in proper form and amount.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Plat received at least 30 days prior to meeting at which it is to be considered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. One (1) hard copy of plat has been provided, along with an electronic copy provided to the Community and Economic Development Department.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Plat shows vicinity map or one (1) hard copies of vicinity map received.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Certificate of ownership of entire tract to be platted is submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Letter of review from each utility company affected is present (Lan-Del Water District, Kansas Gas Service, Westar Energy).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Preliminary grading and drainage plan containing the following is present:		
A. Location and size of storm sewers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Existing and proposed land elevations and contours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Necessary widths of all open drainage ways.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. PRELIMINARY PLAT CONTAINS:		
A. Proposed name of subdivision (Which does not duplicate or closely resemble existing one.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Location of boundary lines of the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Reference to section of quarter section lines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Names and addresses of the developer, the owner and the engineer or land surveyor who prepared the plat.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Legal description of subdivision, including section, township, range, principal meridian, county and acreage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Scale (1" = 100' or larger)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. EXISTING CONDITIONS:		
1. Location, width and name of platted streets or other public ways, railroads and utility rights-of-way, parks and other public open spaces and permanent buildings within or adjacent to the proposed subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. All existing sewers, water mains, gas mains, culverts, or other underground installations, within or adjacent to the proposed subdivision, with pipe size and man-holes, grades and location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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		<u>YES</u>	<u>NO</u>
3.	Names of adjacent subdivisions together with arrangements of streets and lots and owners of adjacent parcels of unsubdivided land.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Topography (unless specifically waived) with contour intervals of not more than two feet, referred to City or U.S.G.S. datum; where the ground is too flat for contours, spot elevations shall be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Location of water courses, bridges, wooded areas, lakes, ravines and such other features as may be pertinent to the subdivision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Current zoning classification and proposed use of the area being platted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	The general arrangements of lots and their approximate size.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I.	Location and width of proposed streets, alleys, and pedestrian ways and easements to accommodate drainage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J.	The general plan of sewage disposal, water supply and drainage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
K.	Location and size of proposed parks, playgrounds, churches, school sites or other special uses of land to be considered for reservation or dedication for public use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L.	Gross acreage of the subdivision; acreage dedicated to streets and other public uses; total number of buildable lots; maximum and average lot sizes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>